TOTALe®

Rosetta Stone Manager

Administrator's Guide

RosettaStone®

RosettaStone TOTALe®

Rosetta Stone® Manager Administrator's Guide

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Chapter 1: Introduction

Welcome

Rosetta Stone® Manager features powerful administrative tools and reporting functionality to manage your learners' progress, ensure program consistency, and provide quantifiable measurements of learner success. Rosetta Stone Manager delivers the information you need to help your learners succeed.

Rosetta Stone Manager puts powerful tools at your fingertips so you can do your work quickly.

- **Create groups** to reflect your unique organizational structure.
- **Assign roles to administrators** so they have customized access to specific groups.
- **Assign curricula** that suit your learning goals.
- **Register and sort learners** using simple, powerful tools.
- **View and export reports** showing group summaries or individual progress, scores, and time spent learning. This set of reporting tools provides your administrators and instructors with the key information to identify return on your investment in language learning.

Using This Guide

This Administrator's Guide is designed to help you create and use your Rosetta Stone® Manager system.

System administrators. Use this guide to set up and customize your Rosetta Stone Manager system. You can add other administrators, assign privileges, register new learners, set up curricula, and create reports to monitor learner progress.

Setup will help you set up your system in the right sequence so that administrators and learners can be productive right away.

All administrators. Use this guide as a reference for the particular tasks you perform in your role. For example, if you're an instructor, this guide will help you manage learners and view reports.

Enjoy engaging your learners in the language-learning process, and enjoy the flexibility Rosetta Stone Manager provides.

Access Rosetta Stone Manager

System administrators. Access Rosetta Stone® Manager for the first time using the administrator username and password provided to the Rosetta Stone Manager system administrator. To maintain system security, the system administrator is required to change the password and provide an e-mail address when signing in the first time.

Other administrators. Access Rosetta Stone Manager using the administrator username and password provided to you by your system administrator.

To launch Rosetta Stone Manager

1. Enter the URL for your Rosetta Stone Manager system.
2. Select your interface language.
3. Enter your username (unique within your Rosetta Stone Manager system).
4. Enter your password.
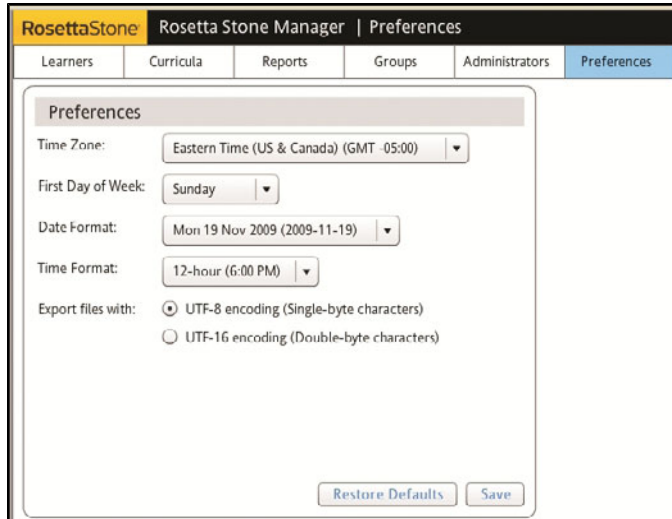5. Click **Sign in**.
6. Click **Launch Rosetta Stone Manager**.

Select Your Interface Language

You can select or change your interface language from your Rosetta Stone® online portal. To do so, sign out of Rosetta Stone Manager. On the Home Screen of your online portal, select your interface language from the View In pull-down menu. Then launch Rosetta Stone Manager again.
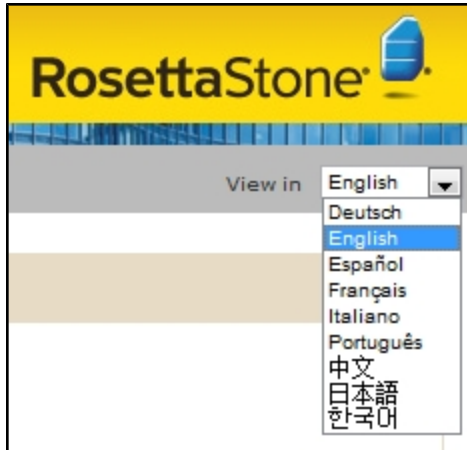
Set Preferences

You can set your time zone, time format, and character encoding on the Preferences screen. Use the pull-down menus and radio buttons to select your preferences, and then click **Save**. To reset, click **Restore Defaults**.

Start with Your Setup

Set up your system to help your administrators and learners be productive right away. See [Setup](#) to lead you through configuring your system to best suit your organization.

Glossary

activity: a set of language-learning exercises in the Rosetta Course® program that introduces new content or focuses on a particular language skill. In the Rosetta World®online community, an activity is a game, story, or conversation that helps reinforce language skills.

administrator: any person with access to the Rosetta Stone® Manager program. The system administrator installs the system and creates additional administrators with varying levels of privileges based on their roles.

Core Lesson: the first activity in each lesson in Rosetta Course, indicated in the curriculum by a diamond shape with the lesson number. The Core Lesson introduces new language content.

curriculum: a particular sequence of activities in Rosetta Course selected or created by an administrator to help learners meet language-learning goals.

group: an entity that organizes administrators and learners to help define your organization's reporting structure. Any group can contain subgroups or learners, but not both.

group administrator: an administrator who has access, defined by the assigned role, to one or more groups in the Rosetta Stone Manager structure.

home group: the highest group to which an administrator or learner belongs, such as the school, organization, or division. The home group defines the set of learners an administrator can view and potentially manage, depending on role. Learners or administrators can be assigned to any subgroup of their home groups.

interface language: a selection on the learner registration screen that determines the default language for the menus and other onscreen text that the learner sees.

learner: a user who has access to a Rosetta Stone product to learn languages.

learner group: a group of learners.

lesson: a series of activities that guide the learner through Rosetta Course. Each lesson begins with the Core Lesson, which introduces new content, followed by focused activities that reinforce language skills. On the Curriculum screen, activities are color-coded by lesson.

management group: the group an administrator is assigned to manage, with privileges based on role. The management group is required to import administrators.

parent group: a group that contains subgroups.

preferences: settings for time zone, time format, and character encoding.

privileges: access rights granted to administrators. Global privileges apply across groups, whereas per-group privileges apply to specific groups.

reports: easy-to-read views of learner progress, scores, and time spent on activities for individuals or groups of learners. Administrators can export reports as XLS, CSV, or PDF files, or schedule reports to run at regular intervals.

role: a named set of privileges used to define a category of administrators.

Rosetta Course: the component of the Rosetta Stone® TOTALe® solution that includes Core Lessons, focused activities, and Milestones. Rosetta Course employs advanced speech-recognition technology and teaches conversational words and phrases through interactive exercises that enable learners to discover their new language at their own pace.

Rosetta Stone Manager: the system for managing language learning in an organization. With Rosetta Stone Manager, administrators create a structure to customize the tracking of learner progress.

Rosetta Stone TOTALe: a comprehensive language-learning program that includes Rosetta Course, the foundation of the Rosetta Stone self-study program; Rosetta Studio®, live, interactive online sessions with tutors who are native speakers; and Rosetta World, the online, interactive, language-learning community. The program also includes mobile applications so that learners can learn and practice while they're away from their computers. Rosetta Stone TOTALe starts from the beginning with a focus on conversational skills and is designed to help learners learn naturally and speak confidently.

Rosetta Studio: online sessions with Studio Coaches who are native speakers. Using language they've already learned in Rosetta Course, learners gain confidence and experience as they discover their new voices naturally.

Rosetta World: Rosetta Stone's online community dedicated to language discovery. Engaging activities and stories make learning a new language fun, and interaction with others socializes learners' language skills.

system administrator: an administrator with full-access privileges to Rosetta Stone Manager. The pre-loaded system administrator is called the Super Admin. The Super Admin can assign more system administrators by creating administrators and giving them full-access privileges.

Chapter 2: Setup

What to Set Up First

The key to success with Rosetta Stone® Manager is to set it up right the first time. Here's how:

1. Read the following background information.
2. Plan your setup.
3. Set up Rosetta Stone Manager in this sequence:
   a. Groups
   b. Roles and administrators
   c. Curricula
   d. Learners

Background Information

Here's just enough information to help you set up. If you want to know more about these terms, see the [Glossary](#).

Groups

Groups are like classes or sections—sets of learners with something in common. For example, learners in a group might all study the same language or be in the same department. Set up your groups before you add administrators or learners. It's like building the classrooms before you start classes.

Roles and administrators

After you've set up groups, set up roles and administrators. Roles are privileges that you assign to administrators to give them various degrees of management access to particular groups of learners. Administrators are people you allow to manage learners in Rosetta Stone® Manager.

Curricula

When your groups and administrators are in place, you can set up curricula, if necessary. See [Curricula](#) for instructions. Set up your curricula; then read about setting up learners below.

Learners

Finally, register your learners. You can register them individually or import multiple learners at once, or your system may allow learners to register themselves.

Plan Your Setup

Before using Rosetta Stone® Manager, plan your setup. Planning will help you optimize your system and save time. You can start planning by answering this question: How complex is your organization?

- **Simple.** Small organization; few administrators, all with the same privileges to manage learners.
- **Complex.** Large organization; administrators are in a hierarchy and have various levels of access to particular groups. Learners should be divided into multiple groups and subgroups so that administrators have differentiated roles to manage only specific learners or tasks.

Planning a Simple Setup

Groups. Create a single group (or a few parallel groups) in which to manage learners.

Roles. You don't need to create new roles. The Super Admin already has all privileges.

Administrators. You don't need to create new administrators. The Super Admin is already set up to manage and report on all learners in your system.

Planning a Complex Setup

Groups. Create multiple groups and subgroups.

Roles. Create various roles to give administrators varying degrees of privileges.

Administrators. Assign administrators to roles and groups.

Create Groups

Review your organizational chart, and then add groups.

Simple Organization

1. Click the **Groups** tab.

2. Click the **Add** icon.

3. Enter the group name.
   Note: You don't need to designate the group as a home group, add subgroups, or assign administrators. The Super Admin is already the administrator.

4. Check the individual language levels or **Always all Language Levels**.

5. Click **Save Changes**.
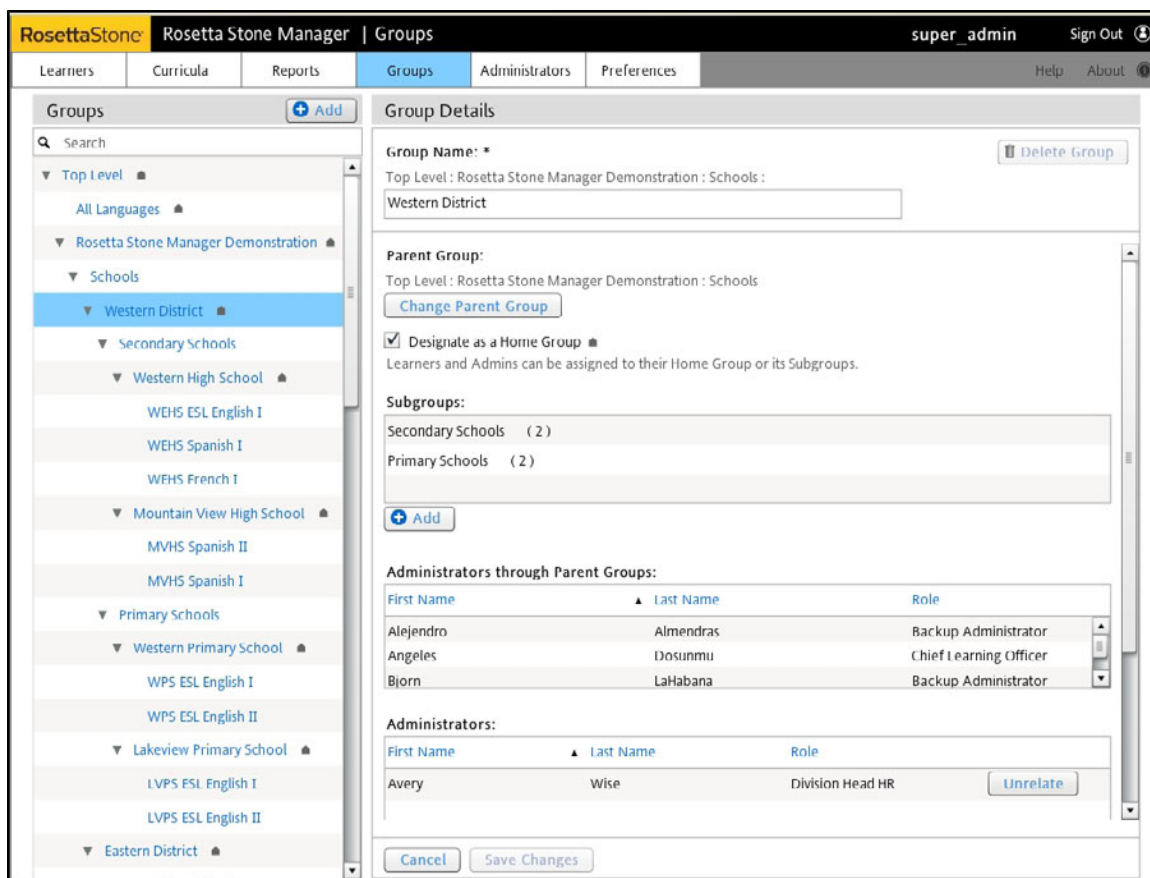
Complex Organization

Even if your organization is complex, keep your group structure as simple as possible. There are other tools for sorting, searching, and filtering learners, so your group structure doesn't need to be complex. Groups should tend toward broad, general, and inclusive rather than narrow, specific, and exclusive. And they should be permanent structures, not structures that change from time to time.

For example, in a school, create groups named by graduation years rather than class periods, languages, or teachers. In a business, create groups by location or department--some relatively stable arrangement.

For most situations, if you need to manage and report on learners according to narrow or specific criteria, you use the filters in learner lists and reports to do it.

Parent Groups and Subgroups

If you do need a more complex group structure, you can create groups with subgroups. If a group has subgroups, we call it a parent group. A parent group doesn't contain learners; instead, its subgroups contain learners. An administrator assigned to a parent group has access to all of its subgroups, but an administrator assigned to a subgroup has access only to that group.
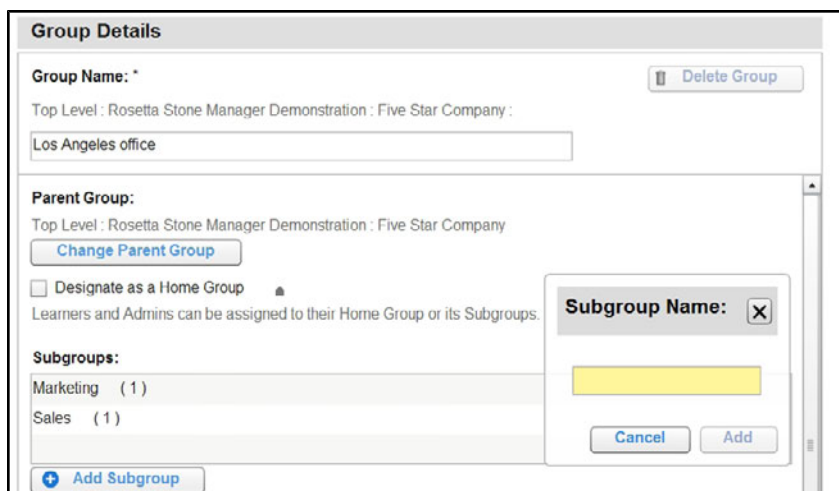
Home Groups

In a complex structure, in order to help define which groups an administrator can access, you can designate a group as a home group. Learners and administrators can only be assigned to subgroups of their home groups.

When you designate a home group, you restrict its learners and administrators to that group and its subgroups. For example, you might designate Location 1 and Location 2 as home groups. Administrators and learners assigned to Location 1 couldn't also be assigned to Location 2.

To create a complex group structure:

1. Click the **Groups** tab.
2. Click the **Add** icon.
3. Enter the group name.
4. If necessary, check the box **Designate as Home Group**.
5. Determine whether this group will have subgroups.
   - If so, add them now or later by clicking **Add Subgroup** and following the prompts.
   - If not, check individual language levels or **Always all Language Levels**.
6. Click **Save Changes**.

Tips

- Keep your group structure as simple as possible.
- You must designate some home groups if you want to assign administrators to specific groups.
- A group can contain either subgroups or learners, but not both.
- You can edit or delete groups and add subgroups anytime.
- Before deleting a group that has administrators or active learners, move the learners and administrators to another group.

Create Roles and Assign Administrators

With your groups in place, it's time to create roles.

Simple Organization

In a simple setup, you don't need to add any roles or administrators. The Super Admin has full access to all groups.

Complex Organization

If you want some administrators to have limited access to some groups, you need to create roles. Roles define the access an administrator has to a group of learners.

Create Roles

1. On the Administrators tab, click **Roles**.

2. In the left column, click the **Add** icon.

3. In the right column, create and name a role. For example, create a role and name it *Instructor* for an administrator with per-group access to learner data.

4. Select privileges using the checkboxes.

5. Click **Save Changes**.

Privilege Types

Privileges are levels of access that administrators have to a group. The home group defines which groups the administrators can see, and privileges allow different kinds of access within the home group. There are two categories of privileges:

- Global privileges apply across groups, and they allow administrators to manage other administrators and to modify the structure of the system.
- Per-group privileges apply only to the groups to which administrators are assigned, and they allow administrators to manage learners and curricula for those groups only.

Add Administrators

To add administrators individually

1. Click **Manage** on the Administrators tab.
2. In the left column, click the **Add** button.
3. In the right column, enter the administrator information, including a username and password. The username must be unique among administrators within your system. The username and password requirements are specific to your system.
4. Fill in the required fields indicated by asterisks and highlighting, and fill in the optional fields as needed.
5. Select a role from the pull-down menu.
6. Assign the administrator to a group or subgroup. By default, administrators are given access to all groups. Check the box beside a group to select the group and all its subgroups.
7. Click **Save Changes**.

To import several administrators at once

1. Click **Import** on the Administrators tab.

Administrators
Roles
Manage
Import
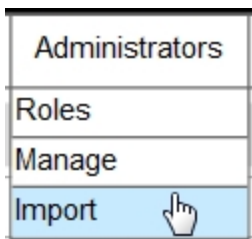
2. Click **Get an example Import File**.
3. Type your data. (To see which fields are optional, click **View a list of column headers**.)

	A	B	C	D	E	F	G	H	I	J	K	L
1	user_name	password	first_name	middle_name	last_name	email	notes	home_group	management_group	role		
2	gsmith	password	Gregory	L.	Smith	gsmith@e		Western High	WEHS Spanish I	World Language Instructor		
3	josediaz	password	Jose	M.	Diaz	jdiaz@em		Western High	WEHS Spanish I	World Language Instructor		
4	bgenet	password	Brigitte	V.	Genet	bgenet@c		Western High	WEHS French I	World Language Instructor		
5	khammond	password	Kevin	J.	Hammond	khammon		Western High	WEHS ESL English I	ESL Instructor		

Required Fields:	Optional Fields:
user_name	middle_name
password	notes
first_name	
last_name	
email	
role	
home_group	
management_group	

OK

4. Choose whether to import the file or paste data for a manual import.
To import the file

   a. Save the file. (You can save it as an XLS, CSV, or TXT file.)
   b. Click **Browse** and select the file.
   c. Click **Import File**.

To do a manual import

   a. Copy the data and headers from the spreadsheet and paste them into the Manual Import text box.

b. Check the box **Use column headings from first row**.

c. Click **Import Text**.

5. You may be prompted by red text to map your data to existing fields.

a. In the Mapping Data section at the top, click **Assign** beside an imported field.

b. Select the role, home group, or management group from the list defined for your system.

c. Click **Apply**. A check mark indicates that the field has been mapped.

d. Click **Assign** until all fields are mapped.

e. If you omitted the column headings in the import file, use the pull-down menus at the top of the Import Data columns to select the field names.

6. Click **Submit Import**.

Edit a Role

1. Click the role name.
2. Check and uncheck the boxes to change the privileges.
3. Select **Save Changes**.

Delete a Role

1. If you have administrators assigned to the role that you want to delete, reassign them to other roles.
2. Select the role and click **Delete Role**.

Chapter 3: Curricula

About Curricula

Choose Curricula

View a Curriculum

Assign a Curriculum to a Learner

About Curricula

Curricula are planned combinations and sequences of units, lessons, and activities in the Rosetta Course® program that are designed to build particular language skills. To reinforce each curriculum, the Adaptive Recall™ feature tracks your learners' progress, revisiting skills that need additional development based on each learner's performance in Review activities.

Choose Curricula

Rosetta Stone® Manager provides predefined curricula that you can assign to learners.

- **Standard**. This curriculum provides a streamlined path through the language program for learners studying a new language. Lessons include listening, reading, speaking, pronunciation, writing, grammar, and vocabulary activities.
- **Standard with Reading Intro**. This curriculum expands the Standard curriculum with practice of alphabet letters and sounds for learners needing these skills.
- **Extended**. This curriculum is optimized for practice of the content beyond the Standard curriculum with additional practice of grammar, listening, speaking, and vocabulary skills.
- **Extended with Reading Intro**. This curriculum expands the Extended curriculum to include alphabet letters and sounds during reading activities for learners who need this additional practice.
- **Reading & Writing Focus**. This curriculum is an abbreviated path through the language program that focuses on the skills necessary for reading and writing the language.
- **Reading & Writing with Intro**. This curriculum is available only for Level 1 of the language. It builds on the Reading & Writing Focus curriculum but concentrates on the characters of the language.
- **Speaking & Listening Focus**. This curriculum is an abbreviated path through the language program that focuses on the skills necessary for speaking the language.
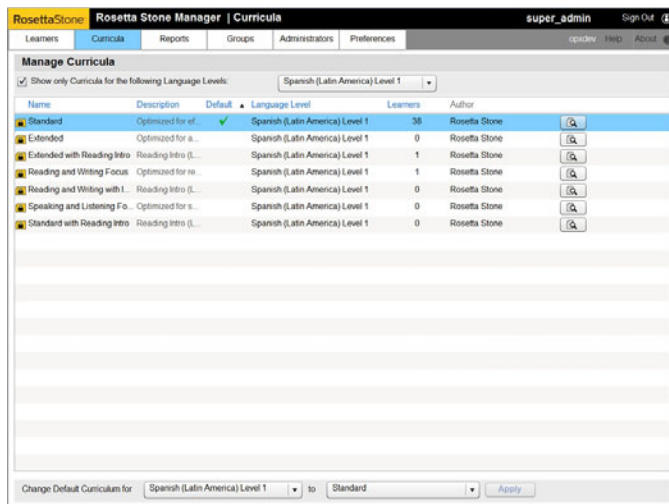
View a Curriculum

When you click the **View** icon on a curriculum listed on the Manage Curricula screen, the Viewing Curriculum screen appears.

- The row of activity icons shows the sequence of units, lessons, and activities.
- The Available Content palette in the lower left shows the units, lessons, and activities in the curriculum. The number next to each icon shows how many times the activity is included in the curriculum. The color-coded tabs show each numbered lesson within the current unit and the Milestones for review.
- The settings palette in the lower right provides the overview and lets you edit preferences for the curriculum settings, individual activity settings, and scoring.
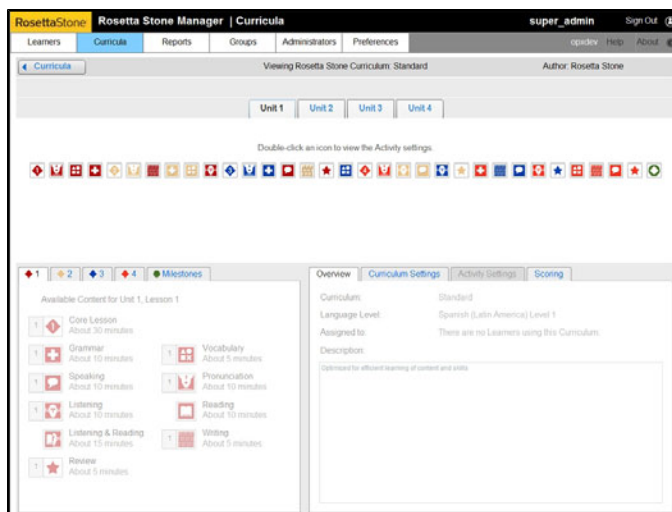
Tip

Click the **Curricula** button on the top left of the screen to return to the main Curricula screen.
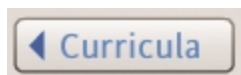
Tip

Double-click an activity icon to view its activity settings in the Settings palette.

Assign a Curriculum to a Learner

To assign a curriculum to a learner

1. Click **Learner Lists** on the Learners tab.
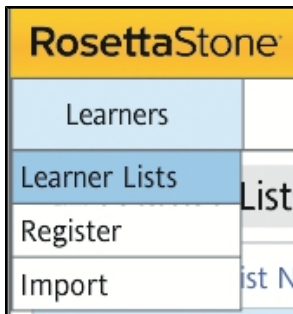
2. To find a learner, use the Search option, or select a learner list, and then select a learner from the list.
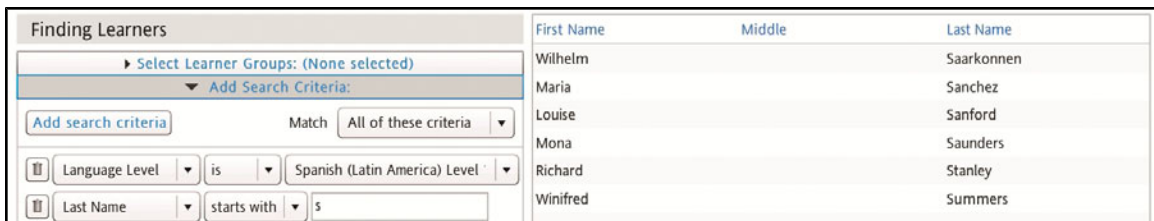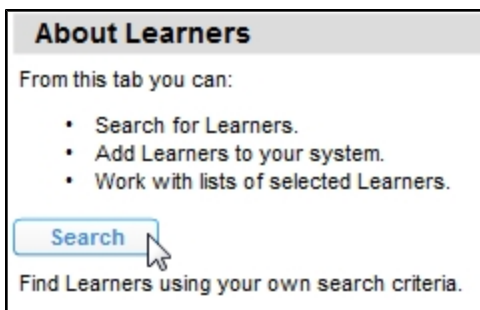
3. The Viewing Learner Details screen displays the language and curriculum assigned to the learner. Depending on the options available, click **Change Curriculum**, or click **Assign Language and Curriculum**.

4. Use the pull-down menu to choose a language level if more than one option is available.

5. The default curriculum is selected. To choose a different curriculum, uncheck the **Use Default Curriculum** box, click to select a curriculum, and follow the prompts. The Learners column displays the number of learners already assigned to each curriculum.

Note: You can also use Batch Operations on the Learner Lists screen to assign curricula to learners or change those assignments. For more about working with learners and lists, see About Learners and Lists.

Chapter 4: Learners

[Register Learners](#)

[Import Learners](#)

[About Learners and Lists](#)

[Search for Learners](#)

[View Learner Details](#)

[Work with Lists](#)
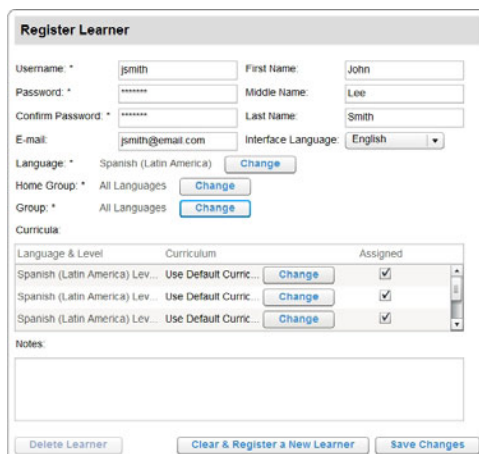
[Perform Batch Operations](#)

Register Learners

Once you've created your groups and roles and assigned curricula, you can start registering learners.

Use this option to add learners individually.

1. Click **Register** on the Learners tab.
2. Fill in the required fields, indicated by asterisks, and optional fields as needed. Depending on your organization's setup, some options may not be available.
3. Click **Save Changes**.

Note: In some Rosetta Stone® Manager setups, learners can register themselves on the portal screen.

To generate reports on your learners' usage and progress, see Reports.

Tip

To delete a learner, go to the View Learner Details screen by double-clicking any learner in a list. See View Learner Details. You can also delete learners using Batch Operations from the Learner Lists screen.

Import Learners

Rosetta Stone® Manager allows you to automatically import multiple learners from a file (XLS or CSV) or manually copy and paste your data from a spreadsheet.

To import learners

1. Click **Import** on the Learners tab.
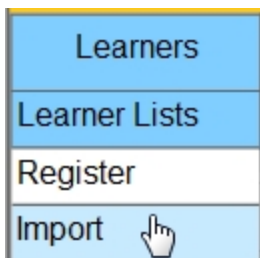
2. Click **Get an example Import File**.
3. Type your data. (To see which fields are optional, click the link **View a list of column headers**.

	A	B	C	D	E	F	G	H	I	J
1	user_name	password	first_name	middle_name	last_name	email	group	language	curriculum	notes
2	epatterson	password	Elizabeth	R.	Patterson	epatterson@example.com	WHS French I	French 1	reading	
3	jramirez	password	Juan	Garcia	Ramirez	jramirez@example.com	WHS ESL English II	English 2	speaking	
4	jrobbins	password	Judith		Robbins	jrobbins@example.com	WHS German I	German 1	standard	
5	rfuller	password	Robert	M.	Fuller	rfuller@example.com	Spanish 1	Spanish 1	standard	honors

Required Fields: **Optional Fields:**

Required Fields:	Optional Fields:
user_name	middle_name
password	curriculum
group	email
language	notes
first_name	
last_name	

OK

4. Choose whether to import the file or paste data for a manual import.

    To import the file

    a. Save the file. (You can save it as an XLS, CSV, or TXT file.)
    b. Click **Browse** and select the file.
    c. Click **Import File**.

To do a manual import

    a. Copy the data and headers from the spreadsheet and paste them into the Manual Import text box.

    b. Check the box **Use column headings from first row**.
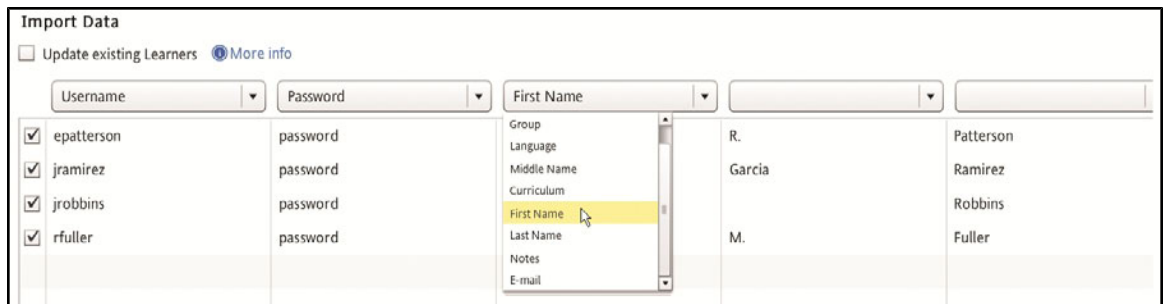
    c. Click **Import Text**.

5. You may be prompted by red text to map your data to existing fields.

    a. In the Mapping Data section at the top, click **Assign** beside an imported field.

b. Select the language level or group.

c. Click **Apply**. A check mark indicates that the field has been mapped.

d. Click **Assign** until all fields are mapped.

e. If you omitted the column headings in the import file, use the pull-down menus at the top of the Import Data columns to select the field names.

6. Click **Submit Import**.

About Learners and Lists

The Learners tab has three links: Learner Lists, Register, and Import.

On the Learner Lists screen, you can search for learners and edit their registration information. You can also create lists of learners to help you find, edit, and report on learners in a variety of ways. You can use a Learner List to perform batch operations such as activating or deactivating learners, assigning their languages and curricula, moving them from one group to another, or deleting them from the system.

The Register screen lets you register learners individually, while the Import screen guides you through registering multiple learners at once.
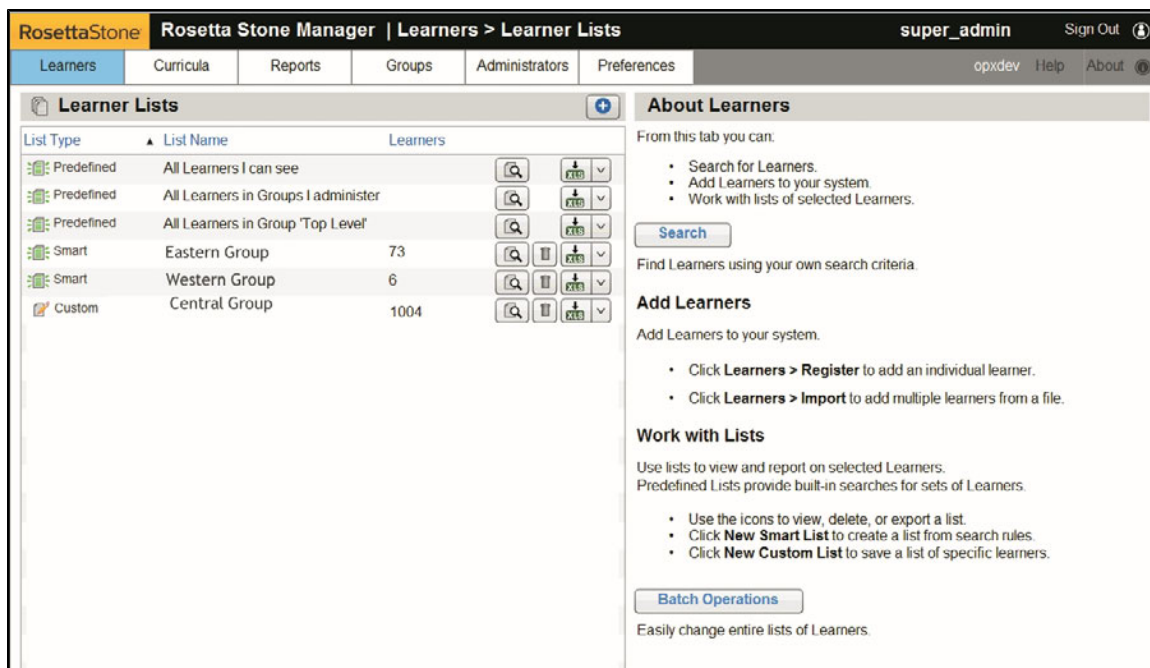
Search for Learners

From the Learner Lists screen, you can search for an individual learner or multiple learners.

Note: To save a search, create a Smart List. See Create Smart Lists.

1. On the Learner Lists screen, click **Search** to begin a new search for learners. The Finding Learners screen appears.
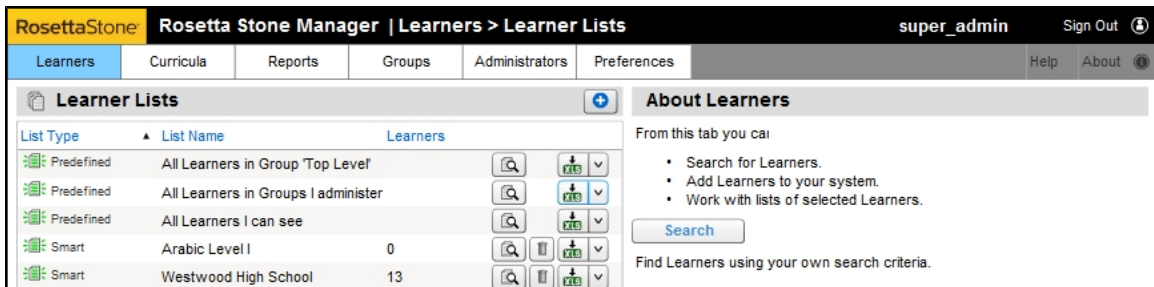
2. Select learner groups if you wish to limit your search to specific groups.
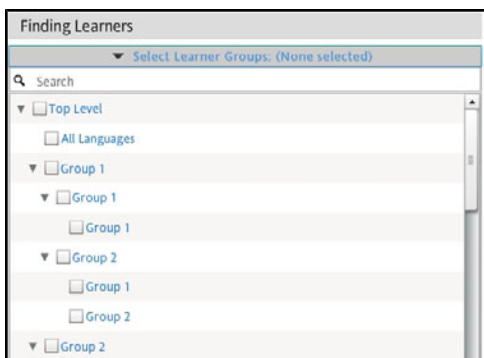
3. Select from the list of search criteria, such as last name or language level. Click the **+** icon to add search criteria. Click the **Trash** icon to remove a search filter.
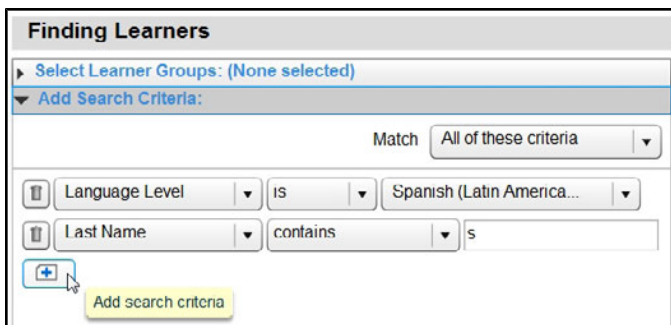
4. Click **Show Learners** to display search results.

Finding Learners		First Name	Middle	Last Name
Select Learner Groups: (None selected)		Wilhelm		Saarkonnen
Add Search Criteria:		Maria		Sanchez
Match [All of these criteria ▾]		Louise		Sanford
[🗑] [Language Level ▾] [is ▾] [Spanish (Latin America... ▾]		Mona		Saunders
[🗑] [Last Name ▾] [starts with ▾] [s]		Richard		Stanley
[⊕] Add search criteria		Winifred		Summers

5. Double-click a learner's name to view learner details.

View Learner Details

From any list of learners, double-click a learner's name to display learner details.
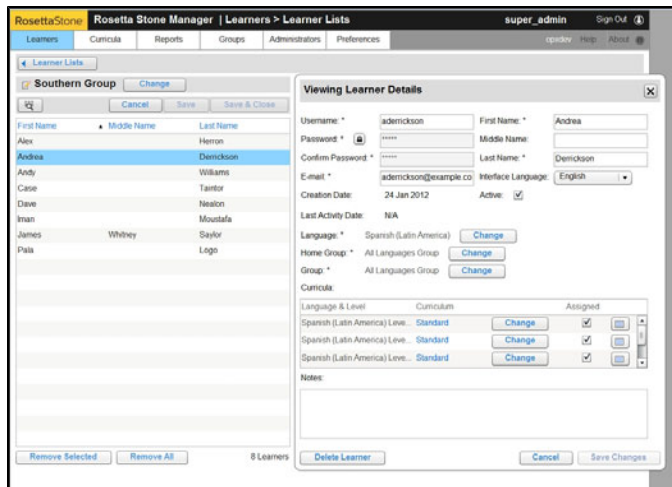
On the Viewing Learner Details screen, you can

- Revise personal information such as name, username, and e-mail address.
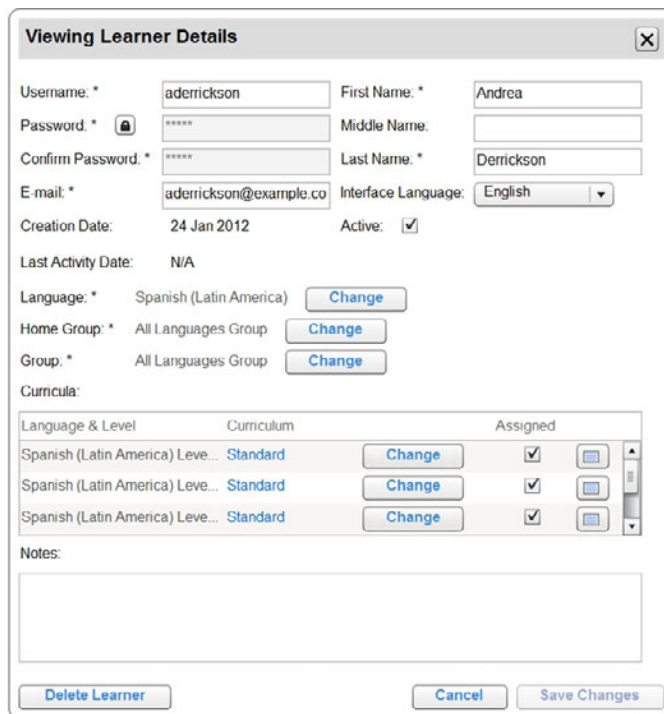
- Set the learner's status to active or inactive by selecting or deselecting the **Active** box. A learner who is active has access to the Rosetta Stone® language-learning solution. You might set a learner's status to inactive when that learner leaves the school or company.
- View and change the learner's home group (such as when the learner moves to a new department or school within the same system).
- Click **Show Previously Saved Curricula** to see previous settings while changing home groups. The learner might lose progress data if reassigned to a different language level and curriculum in the new home group.
- Set the learner's language, group, and curriculum.
- View a learner report. See View a Learner Curriculum Report.

- Delete the learner from your records.

Work with Lists

Use the Learner Lists options to create lists of selected learners. Create lists to assign the same coursework to a group of learners, view reports for a group of learners, or perform batch operations on selected learners.

On the Learner Lists screen, you can

- View and edit a saved list.
- Export a list.
- Create a new list.
- Perform batch operations on lists.
- Search for learners.

You can create and use two types of lists:

- Smart Lists are automatically generated based on search rules. A Smart List is updated automatically each time you view it.
- Custom Lists allow you to create a list of specific learner names. A Custom List remains unchanged unless you add or remove learners.

The Learner Lists screen shows all saved Custom Lists and Smart Lists.

Tip

You can export a list of learners as a XLS or CSV file.
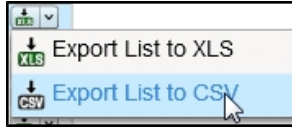
Create Smart Lists

A Smart List creates a list of learners based on search rules. The Smart List updates automatically. For example, suppose you create a Smart List of all users who are learning Spanish (Latin America) Level 1. Today, there may be 20 learners who fit that criterion, but tomorrow you may register three more learners in Spanish (Latin American) Level 1. Those learners will automatically be added to your Smart List, so then your list will have 23 learners.

Use a Smart List to view learners and create reports. If you have the required privileges, you can edit the Smart List rules to revise the search criteria.

To create a Smart List

1. Click **Learner Lists** on the Learners tab.
2. Click the **New Smart List** button.
3. Click **Edit Smart List Rules**.
4. To change the group selection, click **Select Learner Groups** and check the groups.
5. Click **Add search criteria** and select a filter. Add as many filters as needed to narrow your search.
6. Click **Show Learners**.
7. Click **Save** to add the Smart List, or **Save & Close** to save the revised list and return to the Learner Lists screen.

Edit Smart List Rules

1. Click **Learner Lists** on the Learners tab.
2. Select a **Smart List** from the display on the right of the screen.
3. Click **Edit Smart List Rules**.
4. Click **Select Learner Groups** and **Add Search Criteria** to customize your search. See Search for Learners.
5. Click **Show Learners**.
6. Click **Save** to save your changes, or **Save & Close** to save the revised list and return to the Learner Lists screen.
7. Click **Cancel** if you only want to view the Smart List results, not save the new search rules.

View a Smart List

1. Click **Learner Lists** on the Learners tab.

2. Select a **Smart List** from the display on the right of the screen.

3. Double-click a learner to view learner details. See [View Learner Details](#).
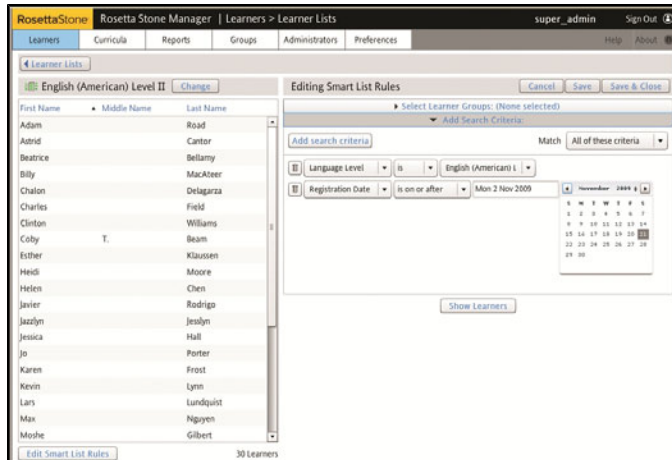
Tip

After you create a Learner List, use the Report View tool to create a visual representation of your Learner List progress.

Create Custom Lists

Create a Custom List to select specific learners. Save the Custom List to view and create reports.

Custom Lists don't automatically update as Smart Lists do. Instead, a Custom List consists of those learners who meet your search criteria when you create the list or when you manually update it.

To create a Custom List

1. Click the **Learner Lists** on the Learners tab.
2. Click **New Custom List**.
3. Click **Find More Learners**.
4. Click **Select Learner Groups** and **Add Search Criteria** to customize your search.
5. Click **Show Learners**.
6. Select the learners to add.
7. Select specific learners and click **Add Selected**, or click **Add All** to add all the learners that result from your search.
8. The selected learners appear in the list.
9. Click the **Remove All** or **Remove Selected** button to further revise the Custom List by removing individual or multiple learners.
10. Click **Find More Learners** to return to the search options and add more learners.
11. Double-click a learner to view learner details. See View Learner Details.
12. Click **Save** to add the Custom List to the Learner Lists screen.

Perform Batch Operations

A batch operation is a way to perform the same action on multiple learners at once. Depending on your Rosetta Stone® Manager system, available operations may include

- Activating and deactivating learners
- Assigning languages and curricula
- Hiding a curriculum in reports
- Moving learners from group to group
- Deleting learners from the system

To perform a batch operation

1. Click **Learner Lists** on the Learners tab.
2. Click **Batch Operations**. The Batch Operations screen appears.
3. Click **Select a Learner List**.
4. Click on a list and click **Apply**.
5. Select an operation by clicking a radio button.
6. Click buttons to configure the operation.
7. Click **Apply to List**.

Chapter 5: Create Reports

About Reports

On the Reports screen you can view reports, export them, and schedule their recurrence.

Several kinds of reports are available:

- List Curriculum Reports display the overall average score, progress, time spent, last activity date, and current activity for each learner in a Learner List.
- Learner Curriculum Reports display a single learner's overall average score, progress, time spent, last activity date, and current activity. They also show the data on each individual activity: that learner's score, progress, time spent, last attempt date, and number of attempts.
- Usage Reports display a group's total time spent. For individual learners, you'll see the last activity date and time spent.
- Activity Reports display the progress, score, time spent, and date of last attempt for this activity for all learners in a list.

There are two basic ways to create reports:

- Create list views to provide visual overviews with shortcuts to the reports you use most often.
- Use the Reports Toolbox at the bottom of the screen to generate reports.

To create most reports, first select a Learner List to see the progress for the learners in that list. For more information on creating Learner Lists that you can then view in reports, see About Learners and Lists.

Usage reports can be scheduled on a recurring basis. We'll notify you by e-mail when they're created. And if any report is too large to generate quickly, we'll generate it in the background and e-mail you when it's ready.
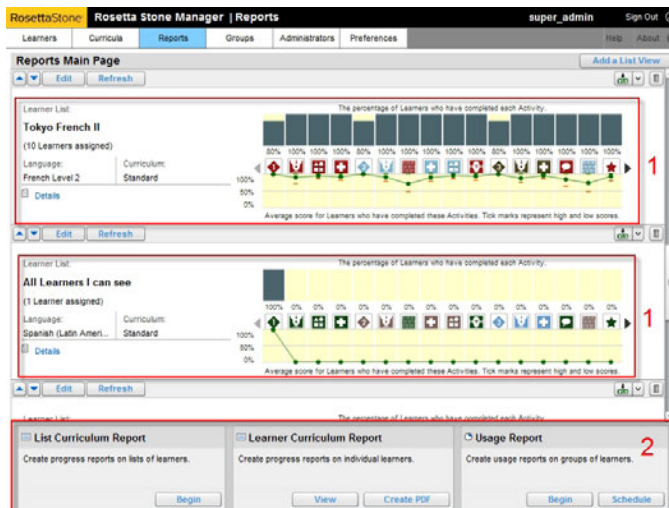
1. List views 2. Reports Toolbox

Create List Views

Use list views for visual overviews of the progress of learners in a list. Create a series of list views to display on your custom-reports screen. Your collection of list views becomes your dashboard from which you can access the detailed reports you need.
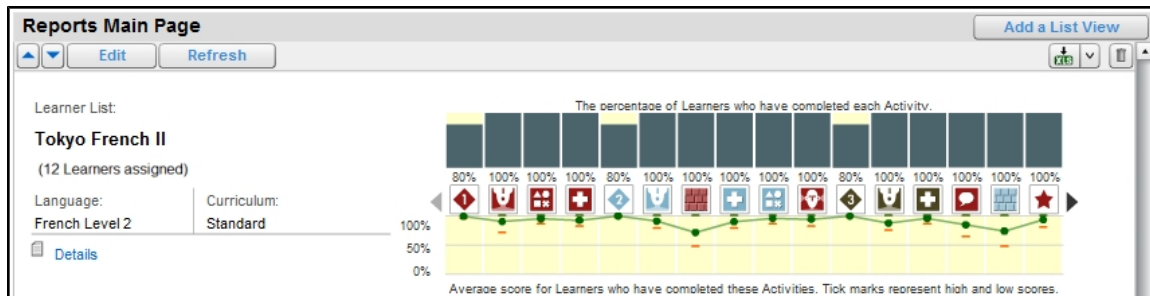
Add a List View

The first time you see the Reports Main Page, there are no List Views displayed.

1. Click the **Add a List View** button in the upper-right corner of the screen.
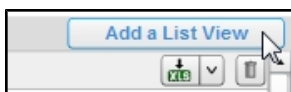
2. Select a learner list from the dialog box.
3. Select a language level from the pull-down menu.
4. Select a curriculum from the list.
5. Click **Generate List Curriculum Report**.

Work with a List View

The list view provides information about the progress of all learners in the selected Smart List or Custom List. From the list view, you can link to detailed reports for all learners.

- Each list view displays in graph form the percentage of learners who have completed each activity. Each icon represents an activity, such as Speaking, Vocabulary, or the Core Lesson. The activity icons are color coded by lesson.
- The list view also shows the average scores for learners who have completed the activities. The dashed marks represent the highest and lowest scores within each activity.

Some data may be included in your report but may not be available to you. To access this data, you must have either

- the Manage Learner Data privilege for the specified group or
- the Super Curricula privilege.

Link to Detailed Reports

1. Click **Details** to view details for the entire learner list. See View a List Curriculum Report.
2. Click an activity icon to see an activity report. See View an Activity Report.

Edit a List View

1. To replace the current list view, click **Edit**.
2. Follow the same steps for adding a List View. See Create List Views.
3. Use the arrows to rearrange lists by moving a list view up or down on the screen.
4. Click **Refresh** to update the contents of the list view.

Export a List View

1. Choose a list view to export.
2. Click one of the **Export** icons on the List View title bar.

3. Follow the prompts to open or save the file.

Delete a List View

1. Choose a list view to delete.
2. To remove the list view, click the **Trash** icon to the right of the graph.

View a List Curriculum Report

A List Curriculum Report displays the progress of learners in a list.

To see a List Curriculum Report, you can either start with a List View that you've already made or create a new report.
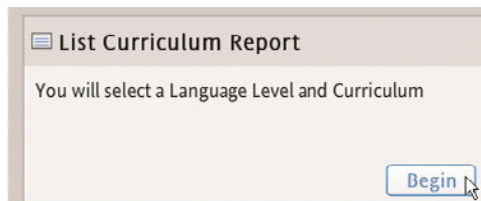
- To start with a List View, click **Details** under the List View.
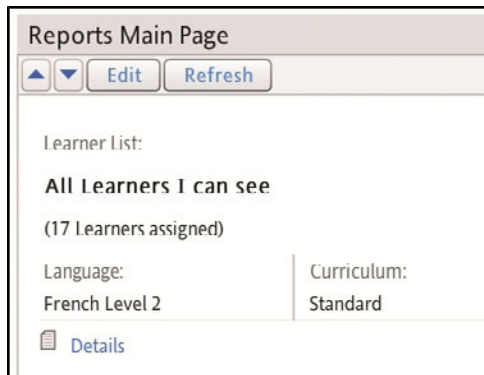
- To create a new report, click the **Begin** button in the List Curriculum Report section of the Reports Toolbox at the bottom of the screen.

Create the Report

1. In the List Curriculum Report section of the Reports Toolbox, click **Begin.**

2. Choose a list of learners from the Learner List menu.

3. Select from the **Choose a Language Level** pull-down menu.

4. Select a curriculum from the list.

5. Click **Generate List Curriculum Report**.
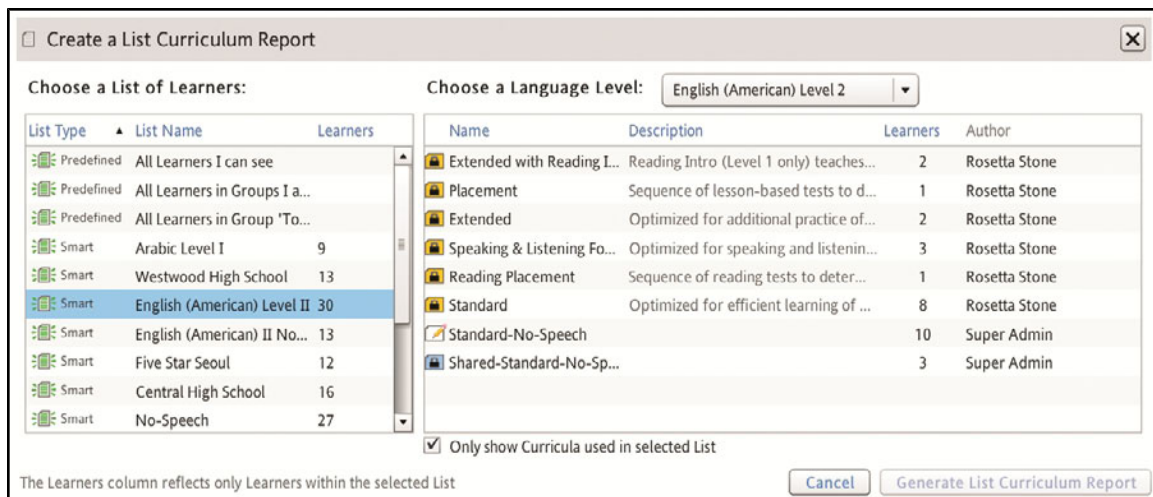
Contents of a List Curriculum Report

The List Curriculum Report displays

- A numerical and graphical format of the percentage of learners who have completed a series of activities.
- A chart of average scores for learners who have completed activities.
  Note: Learners who haven't completed an activity are not represented in the scoring chart.
- Dashed marks to show the highest and lowest scores achieved for each activity.
- A table of all learners in the list, showing scores, progress, total time, and the current activity.
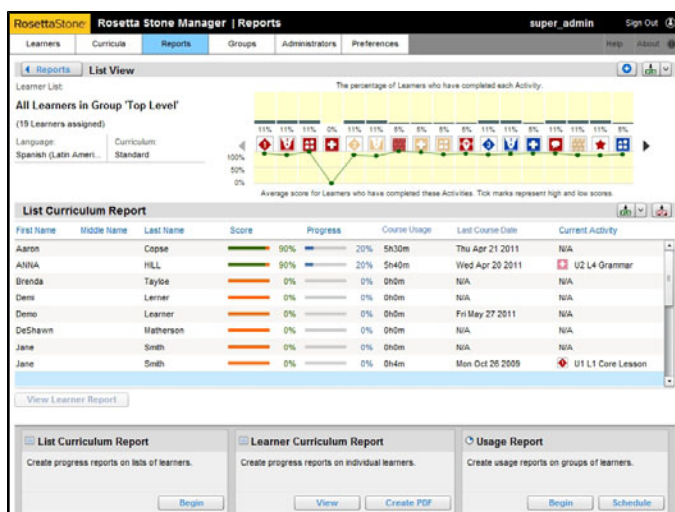
From the List Curriculum Report, you can view other reports.

- Click the **Add as List View** icon to save the report to your list views. See Create List Views.
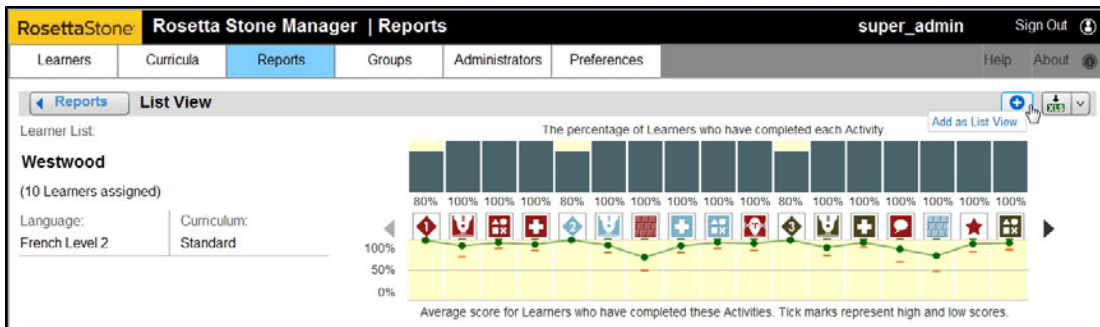
- To export the summary results as displayed in the graph, click one of the **Export** icons above the graph in the List View title bar.
- To export the detailed results, click one of the **Export** icons on the List Curriculum Report title bar.
- Click an activity icon to view an activity report. See View an Activity Report.
- Click **Reports** to return to the Reports Main Page.

- Double-click a learner's name to view a Learner Curriculum Report. See View a Learner Curriculum Report.

View an Activity Report

From a list view or from the List Curriculum Report, click any activity icon to display an activity report. This report shows the progress and scores of all learners in that activity.

Tip

Click the label at the top of a column to sort. An arrow appears as you click the label area.

View a Learner Curriculum Report

You can access the Learner Curriculum Report from any of these locations:

- A List Curriculum Report
- The Reports Toolbox at the bottom of the Reports screen
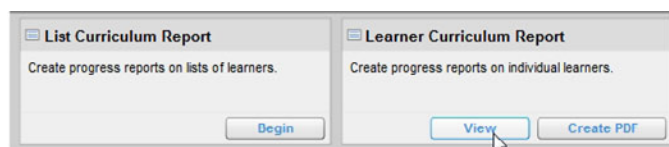- The Viewing Learner Details screen

From a List Curriculum Report

1. Click a learner's name in the report.
2. Click **View Learner Report**, or simply double-click the learner's name.
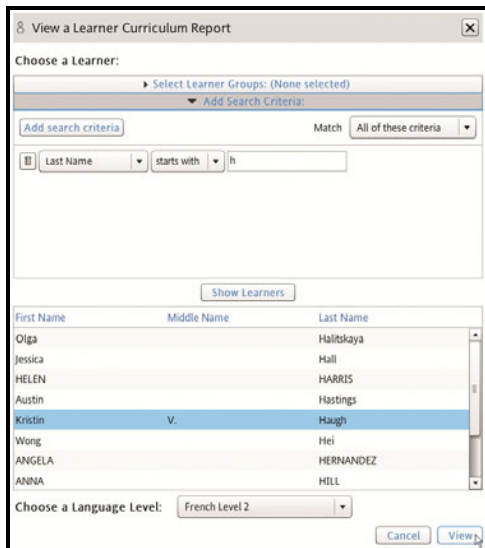

From the Reports Toolbox

1. Click **View** in the Learner Curriculum Report toolbox.
2. In the **View a Learner Curriculum Report** dialog box, use the group and search filters, and then click **Show Learners**.
3. Select a learner, and then click **View** to create the report.

From a Learner List

1. Click **Learner Lists** on the Learners tab. See Search for Learners.

2. Select a Learner List and double-click a learner. See View Learner Details.

3. On the Viewing Learner Details Screen, click the **Reports** button.
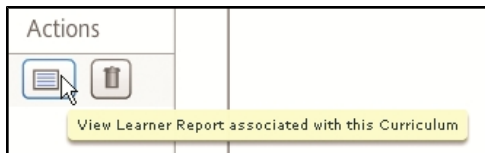
Contents of a Learner Curriculum Report

The Learner Curriculum Report displays the learner's overall score, progress, and time spent. For each activity it displays that learner's time spent, progress, scores, and number of attempts. The report displays the time spent in the Rosetta World®, Rosetta Studio®, and Rosetta Course® components.
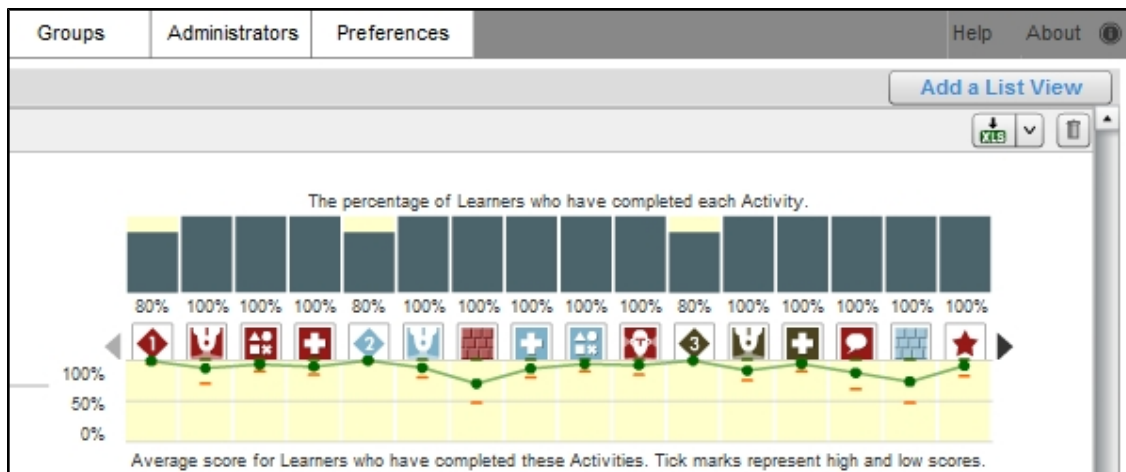
Export Reports

You can export reports from Rosetta Stone® Manager. Export group or learner data to XLS, CSV, or PDF files.

1. Select a report from the Reports Main Screen.

2. Click one of the Export icons (XLS, CSV, or PDF) in the title bar of the report.

3. Click to **Open** or **Save** the report.

4. Click **OK**.

	A	B	C	D	E	F	G	H
1	First Name	Middle Name	Last Name	Score (%)	Progress (%)	Time Spent (Hours)	Last Activity Date	Current Activity
2	Chad	N.	Silvers	97	74	64.9	9/29/2009	U4 L1 Pronunciation
3	Brett	T.	Anderson	94	71	32.2	9/16/2009	U4 L1 Core Lesson
4	Liza	C.	Woods	92	91	45	9/30/2009	U4 L4 Vocabulary
5	Marianne	U.	Coppolla	98	75	35.5	9/29/2009	U4 L1 Pronunciation
6	Kristin	V.	Haugh	86	68	28.7	8/24/2009	U4 L2 Core Lesson
7	Alexander	A.	Huard	81	43	13.9	8/3/2009	U3 L1 Core Lesson
8	Brentley	W.	Murnane	99	96	46.7	9/30/2009	U4 L4 Review
9	Danita	F.	Schmidt	88	60	27.9	9/17/2009	U3 L4 Reading
10	Chason	N.	Eisenbeiss	83	56	26.2	9/18/2009	U3 L2 Listening
11	Thomas	E.	Livaudais	97	73	62.3	9/19/2009	U4 L1 Core Lesson

## Create a PDF Report for All Learners in a Learner List

1. In the Reports Toolbox at the bottom of the Reports screen, click **Create PDF** in the Learner Curriculum Report section.

2. Choose a Learner List and a page format.

3. Click **Create PDF**.
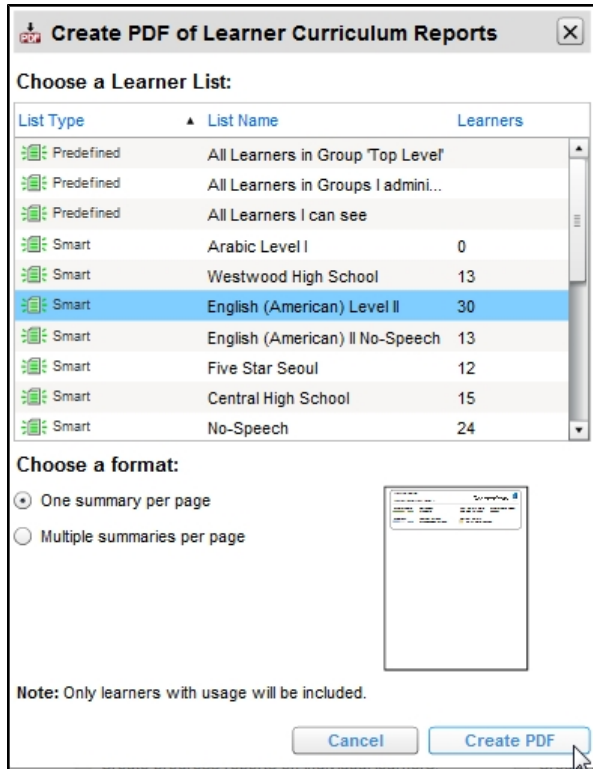
View a Usage Report

A Usage Report displays the hours spent using Rosetta Stone TOTALe® by all learners in a selected group, listing all languages in that group.

1. Click **Begin** in the Usage Report section of the Reports Toolbox at the bottom of the screen.
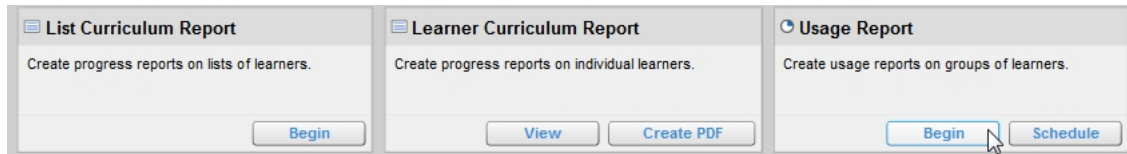
2. Click on the name of a group in the list on the left of the screen to display usage for that group.

3. To filter your report, click **Filters** and select a time frame from the dialog box. Use the pull-down menu to choose to view usage either by Learner or Learner's Languages. (If a learner is studying more than one language, the Learner option shows the learner's total usage, but the Learner's Languages option shows usage for each of that learner's language levels on a separate line.) Check the boxes if you wish to include inactive learners and learners with no usage.
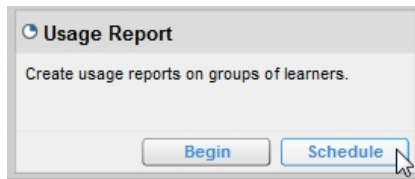
4. Click **Apply**.
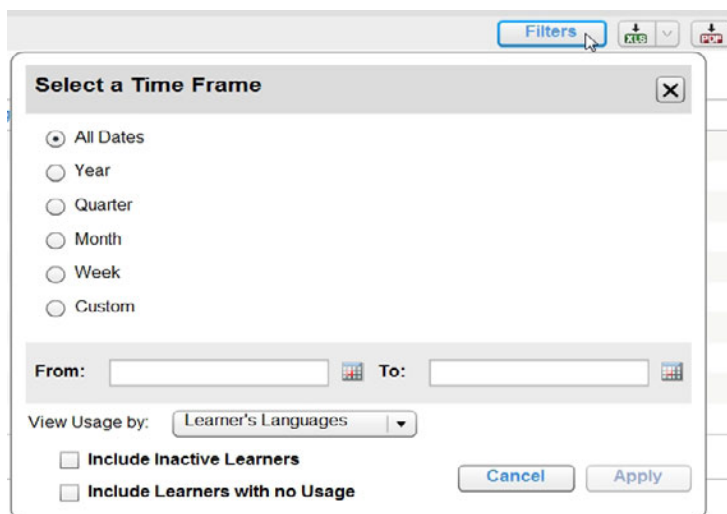
5. Click one of the Export icons in the report title bar to export the data as an XLS, CSV, or PDF file.

Although the reports show the same data, the XLS and CSV files are organized by learners, while the PDF file is organized by groups.

Schedule a Usage Report

You can schedule a Usage Report to run at regular intervals.

Choose a Group

1. In the Usage Report toolbox, click **Schedule**.

2. On the Schedule a Report screen, click **Change Group** to select a group.

3. Check the box if you want to include inactive learners.

Verify Your E-mail Address

Your e-mail address is displayed. If necessary, click **Change my e-mail address** to open the Administrators screen and make a change. We'll notify you at this e-mail address each time your report runs.
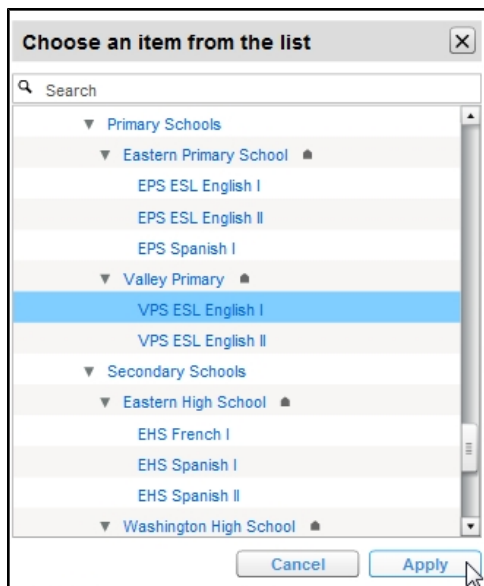
Select a Recurrence Schedule

1. Under **Recurrence Schedule**, select Daily, Weekly, or Monthly.

   - Daily: Enter a number for the frequency.
   - Weekly: Enter a number for the frequency, and check a day of the week.

   - Monthly: Select a date (such as the 15th or the third Thursday), and enter a number for the frequency.

2. Use **Run At** to select the time of day.

3. Select a start date using the pull-down calendar.

4. Select an end date in one of three ways:
   - Use the end-date pull-down calendar to select a specific date.
   - Select **End after**, and enter a number of days.
   - Select **No end date** to schedule reports indefinitely.

5. Use the next pull-down menu to choose usage either for All Time or Since the Last Report. If you choose Since the Last Report, the first report shows usage from the beginning. Subsequent reports show usage since the previous run.

6. Select a format for the report (XLS, CSV, or PDF).

7. You'll have several choices:

- Click **Delete** to stop a previously scheduled report.
- Click **Preview Scheduled Runs** to see the schedule for the first few runs.
- Click **Cancel** to lose your changes and return to the Reports Main Page.
- Click **Schedule** to schedule the report.

Delete	Preview Scheduled Runs		Cancel	Schedule

Next 5 runs of the selected schedule

Runs At	Usage From	Usage To
November 01, 2011 03:55 PM	Since beginning	November 01, 2011 03:55 PM
December 01, 2011 03:55 PM	Since beginning	December 01, 2011 03:55 PM
January 01, 2012 03:55 PM	Since beginning	January 01, 2012 03:55 PM
February 01, 2012 03:55 PM	Since beginning	February 01, 2012 03:55 PM
March 01, 2012 03:55 PM	Since beginning	March 01, 2012 03:55 PM

OK

View Saved Reports

Your scheduled reports will be placed on your Rosetta Stone® online-portal screen. We'll also send you an e-mail with a link to the report and a reminder of how long the report will remain on your portal.

1. Click the **My Reports** tab.
2. Under the Saved Reports box, click the **Export** icon for your report.